

## **Job Description**

**Position:** Work Based Apprenticeship Trainer

**Faculty/School/Service:** School of Nursing and Midwifery

**Reference:** NMW-176/P

**Grade:** Grade 6

**Status:** Permanent

**Responsible to:** Head of School of Nursing and Midwifery

### **Main Function of the Post:**

- Train and support apprentices in the work place on Nursing apprenticeship programmes to successfully develop and evidence skills and competence in their roles
- Contribute to the development of all apprenticeships within Health within the Operating Department Practitioner Subject group and to the wider portfolio of the School/University as appropriate.
- Work with student cohorts and their line managers on Operating Department Practitioner (OPD) apprenticeship programmes to develop effective work based learning practices.
- Travel regionally and nationally to support Apprenticeships and Employers

### **Principal Duties and Responsibilities:**

1. Facilitate a structure approach to planning, execution and evidencing the use and development of skills, knowledge and behaviours in the workplace
2. Work with student cohorts and their Line Managers on apprenticeship programmes to develop effective working practices.
3. Conduct initial and diagnostic assessment activities and recruit with integrity.
4. Undertake Health and Safety reviews of work placements
5. Attend standardisation meetings as identified by the line manager
6. Provide information, advice and guidance to both current and prospective learners and employers
7. Participate and support inspirational apprenticeship inductions
8. Manage apprentices through the initial six week period and confirm/redirect appropriate qualification routes

9. Monitor any risk status of learners progress apply and record interventions as appropriate
10. Undertake individual annual reviews embracing and completing all aspects of the E-Portfolio system including the individual learning plan (LP) providing SMART targets for learners, which promote learner advancement and success.
11. Provide a first point of contact for student/apprentice welfare issues signpost and referring on to other professionals as appropriate
12. Proactively monitor own performance and targets to meet personal and University key performance indicators
13. Engage with relevant quality assurance processes/procedures to ensure all teaching, learning and assessment adheres and meets required standards
14. Undertake continuing professional development (CPD) to meet University and learning objectives including logging industry practice
15. Monitor students work, ensuring learning outcomes have been met and feedback is detailed and constructive
16. Continually review the learners progress in liaison with employers
17. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations
18. Maintain and share good practise with peers and other University stakeholders
19. Complete and maintain regulatory and financial paperwork
20. Maintain documentation on apprenticeships in accordance with corporate and statutory requirements
21. Contribute to appropriate pre-entry recruitment, selection and admissions activities (including open days and partner/employee visits) in line with NMC requirements in order to promote the School and gain a better understanding of student/employee needs/expectations.
22. Support excellence in formative assessment to ensure learners reach the highest standards of their qualifications including outcomes of End Point Assessments.
23. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
24. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

**Note:**

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Please note that this role has an essential and frequent requirement to travel regionally and nationally  
This appointment is subject to Disclosure and Barring Clearance.

## Person Specification

<b>Position:</b> Work Based Apprenticeship Trainer		<b>Reference:</b> NMW-176/P	
<b>School:</b> School of Nursing & Midwifery		<b>Priority</b> (1/2)	<b>Method of Assessment</b>
<b>Criteria</b>			
<b>1 Qualifications</b>			
1 a)	Foundation and/or good Honours Degree in relevant subject area	1	Application Form/Documentation
1 b)	A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame	2	Application Form/Documentation
1 c)	Registration with a relevant professional/accreditation body (see note 3*) e.g. HCPC (ODP qualification)	1	Application Form/Documentation
1 d)	Higher degree or substantial relevant experience within specialist area	2	Application Form/Documentation
<b>2 Skills / Knowledge</b>			
2 a)	Ability and commitment to undertake work based learning and assessment in practise	1	Application Form/Interview
2 b)	Credible communication and interpersonal skills	1	Application Form/Interview
2 c)	Knowledge and awareness of health and safety in the work environment and able to undertake H&S assessments or willing to develop as appropriate	1	Application Form/Interview
2 d)	Credible liaison and networking skills to deal with a wide range and level of people.	1	Application Form/Interview/Assessment
2 e)	Ability to support apprenticeship programmes as appropriate	1	Application Form/Interview/Assessment
2 f)	Skilled at determining priorities and managing deadlines	1	Application Form/Interview
2 g)	Able to liaise effectively with colleagues and other stakeholders	1	Application Form/Interview
2 h)	Ability to translate knowledge of subject area into practise	1	Application Form/Interview
2 i)	Possess sufficient breadth and/or depth of specialist knowledge in the relevant subject area	1	Application Form/Interview
<b>3 Experience</b>			
3 a)	Experience of operating successfully within a team environment	1	Application Form/Interview
3 b)	Experience of supervising/supporting students as appropriate to the role	2	Application Form/Interview
3 c)	Experience of supporting the full range of apprenticeship requirements	2	Application Form/Interview
3 d)	Competent in the application of Information Technology and systems and software	1	Application Form/Interview
<b>4 Personal Qualities</b>			
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview

4 c)	Adaptable and flexible to meet changing circumstances in the working environment	1	Interview
4 d)	Able to work effectively as part of a team and as an individual	1	Interview
4 e)	Highly organised and able to prioritise and manage own work, and the work of others to achieve deadlines	1	Interview
4 f)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural background	1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Willing to undertake staff development , which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act/ Freedom of Information Act, Health and Safety, the Bribery Act, Prevent and UKVI	1	Interview
5 c)	Current clean driving licence and car owner or able to travel independently to deliver at partner organisations, institutions trusts within a national and regional capacity	1	Interview
5 d)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 e)	Flexible in working practises in order to meet the needs of the service.	1	Interview
5 f)	Able work flexibly and remotely and to travel regionally and nationally in order to meet the requirements of the service.	1	Interview

**Note:**

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. If required employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required